

## PAYROLL SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Prepares, processes and maintains city-wide payroll process. Verifies information on timecards to ensure proper coding of time according to various federal and state regulations. Provides guidance to departments and employees on payroll matters.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class in the Payroll series. It is distinguished from the Payroll Assistant by the complexity of duties and responsibilities assigned, and the independence and judgment with which it is expected to perform. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from higher level supervisory and management staff.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Reviews incoming source documents for accuracy and completeness, ensuring conformance with appropriate union contracts, administrative policies and regulations and federal and state labor laws.
2. Prepares tax documents, unemployment reports, State of Nevada PERS reporting and other reporting documentation related to payroll matters; prepares and forwards appropriate payroll tax deposits and payments to vendors and agencies for all payroll-related deductions.
3. Calculates and resolves the final payment to separating employees; explains the process to employees and department staff as needed.
4. Assists in developing and recommending system and process changes; implements approved changes.
5. Assists in the proper classification of time in accordance with applicable policy, contract and labor laws. Researches, troubleshoots and resolves complex payroll-related issues.

**CITY OF LAS VEGAS**  
**Payroll Specialist (*Continued*)**

**Essential Functions:**

6. Prepares financial and statistical reports relative to payroll; maintains catastrophic leave accounts.
7. Reviews and verifies data coming to the payroll system from various sources; summarizes and balances payroll biweekly; completes employee pay verifications for various organizations.
8. Monitors changes in employment records; updates payroll records as necessary; verifies and coordinates various pay adjustments.
9. Maintains a variety of automated and manual logs, records and files in accordance with the law; provides various documents as custodian of the records when requested.
10. Stays abreast of changes in legislation, regulations and collective bargaining agreements related to time cards and payroll.
11. Responds to employee, management and public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
12. Communicates and coordinates with Employee Relations to ensure consistent application of the contract provisions as it relates to time cards and payroll.

**Marginal Functions:**

1. Monitors and requests supplies as necessary to ensure efficient and effective operations.
2. Performs other duties related to maintaining an effective payroll system.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of an automated payroll program.  
Federal, state and local laws and regulations related to payroll processing.  
Methods and techniques of bookkeeping, accounting and payroll practices.  
Principles and techniques of customer service.  
Operational characteristics of computers and modern equipment and tools.  
Principles and practices of fiscal record keeping and reporting.  
Advanced clerical accounting methods and techniques.  
Advanced principles of arithmetic.  
Modern office methods, procedures and computer equipment.

**CITY OF LAS VEGAS**  
**Payroll Specialist (*Continued*)**

**Skills in:**

Independently performing the most difficult accounting functions.  
Interpreting, explaining and enforcing department and city policies and procedures.  
Operating a variety of computerized equipment including various software programs.  
Understanding, interpreting and communicating payroll procedures, rules and regulations.  
Performing varied technical accounting clerical work.  
Accurately tabulating, recording and balancing assigned transactions.  
Working independently in the absence of supervision.  
Understanding and following oral and written instructions.  
Communicating clearly and concisely, both orally and in writing.  
Establishing and maintaining effective working relationships with those contacted in the course of work.  
Maintaining mental capacity which allows for effective interaction and communication with others.

**Experience and Training Requirements**

**Experience:**

Three years of increasingly responsible experience performing the full range of payroll functions for a large company or government entity, including one year of experience with a complex computerized payroll system. Experience with Oracle HR/Payroll is preferred. Experience in a union environment is desirable.

**Training:**

Equivalent to graduation from high school, supplemented by college level course work in accounting, business administration or a related field.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

**License or Certificate**

Possession of a related professional certification such as Certified Payroll Professional is desirable.

**WORKING CONDITIONS**

**Environmental Conditions:**

*Location:* Office environment.

*Hazards:* Exposure to computer screens.

**CITY OF LAS VEGAS**  
**Payroll Specialist (Continued)**

**Physical Conditions:**

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- *Walking, standing, or sitting for extended periods of time; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

SEGAL

REV 4/12/11

FLSA and City: nonexempt

CSB 5/25/11